

# **PROJECT MANAGEMENT PLAN**

**I-82**

**Valley Mall Blvd. Interchange**

**Safety and Capacity Improvement  
Study**

**(Access Point Decision Report)**



**August 2005**

Washington State Department of Transportation  
South Central Region  
Project Development Office

# **WORK PLAN**

**I-82**

**Valley Mall Blvd. Interchange**

**Safety and Capacity Improvement  
Study**

**Project Initiation & Team Alignment**



**August 2005**

Washington State Department of Transportation

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## WORK PLAN

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*Initiate and Align is the first step in the WSDOT project management process and the first element of the Project Management Plan. This first step builds the team and focuses them on a common project goal.*

### **Project Description:**

*The project description defines the purpose & need for the project as stated on the Project Definition.*

The Valley Mall Boulevard Interchange serves a growing retail and commercial area in Union Gap and Yakima. The Valley Mall, Home Depot and Valley Plaza are in the immediate vicinity of the interchange. Valley Mall Boulevard also serves the Yakima Regional Airport and growing residential communities of West Yakima.

During peak hours the Valley Mall Blvd. Interchange is operating at or below capacity. Vehicles exiting I-82, experience extended delay, resulting in traffic backing up the off-ramps, at times onto the freeway creating an undesirable condition.

Federal law, FHWA policies, and WSDOT policies require a formal request, or “Access Point Decision Report” for new or revised access points on the Interstate System. WSDOT with the assistance of the Yakima Valley Council of Governments will perform the traffic study, produce the Access Point Decision Report for the proposed interchange modifications, and submit the APDR to the FHWA for consideration.

### **Project Scope:**

The scope of this Work Plan extends from the endorsement of the Project Management Plan to the receipt of “Engineering and Operational Acceptability” from FHWA for the Valley Mall Blvd. Interchange APDR.

### **Team Mission/Assignment:**

*Describe what the team is expected to accomplish. For example, are you developing the Plans, Specifications, & Estimate for the project to go to Ad.*

The Team Mission is to prepare an Access Point Decision Report for the modification of the Valley Mall Blvd. Interchange, thoroughly addressing all requirements of the FHWA as dictated by the WSDOT Design Manual for the identified Regional Interstate need.

**Identify the Needs** - Use collected data and analysis methods to identify and document the need for interchange modifications in this area.

- Coordinate with city, county, state and federal officials
- Research existing alignments.
- Collect and analyze current traffic data.
- Analyze 5 years of accident data.
- Perform segment analysis of existing alignments.
- Research Environmental constraints and opportunities.

**Develop Options that meet the Needs** - Produce Access Point Decision Report and supporting documentation consistent with preferred options.

- Are proposed options compatible with regional transportation plans?
- Are proposed options consistent with proposed area land use?
- Evaluate all reasonable options.
- Verify all options meet full design standards.
- Will new access point(s) adversely affect the operation and safety of the Interstate system?
- Is future community development designed to be compatible with the Interstate system?
- Track the status of Planning and Environmental documents.
- Have we researched Environmental opportunities and constraints to the maximize extent practical at this design stage?

**FHWA Review** - State Design Engineer submits the APDR to FHWA for Approval.

- The APDR is reviewed by the State Access and Hearings Engineer.
- The State Design Engineer reviews the APDR.
- The “*Finding of Engineering and Operational Acceptability*” is submitted by the FHWA

*Which phase of the project are you assigned? (Check the phase that applies for the team you are initiating for this effort)*

☒ APDR

☐ Pre-Construction

☐ Construction

### **Team Identification:**

*The project team consists of the project manager, design team members, specialty groups (Real Estate Services, Environmental, Traffic, etc.), consultants, and other organizations or agencies that need to be involved in the development of the project. All groups must be involved in work planning, schedule development and maintenance, and endorsement of the project management plan.*

*Who should be involved? (Check all that apply)*

- ☐ Access
- ☐ Architecture
- ☒ Bridge & Structures, *Minor*
- ☐ Construction
- ☐ Consultant Liaison
- ☐ Design & Plans Review
- ☒ Environmental, *Major*
- ☐ Geographical Services
- ☒ Geotechnical Services, *Minor*
- ☐ Highways & Local Programs
- ☒ Hydraulics, *Minor*

- ☒ Local Agencies Y.V.C.O.G., *Minor*
- ☐ Roadside Development
- ☒ Maintenance, *Minor*
- ☐ Materials
- ☒ Program Management, *Minor*
- ☐ Public Information Office
- ☒ Real Estate Services, *Minor*
- ☐ Right-of-Way
- ☒ SCR Traffic, *Minor*
- ☒ Transportation Data Office, *Major*
- ☒ Utilities, *Minor*

☐ Land Survey

☒ Other-Photogrammetry, Major

## **Roles & Responsibilities:**

*Role is the specific title or position occupied; such as designer, office engineer, CAD operator. Responsibility is what the person or group is going to do and what product is expected; such as schedules, plan sheets, analysis, reports, etc. Identify all team members for your project; what is their role and what is their responsibility?*

### **Project Team -**

**Project Sponsor:** George Hilsinger, P.E., A.R.A for Project Development, is the Project Sponsor. He provides leadership and oversight for delivery of the Region Project Development Program.

**Project Manager:** Troy Suing, P.E., Project Development Office Engineer, is the Engineer of Record for the Feasibility Study. He will act as liaison between the Project Design Team and the Project Sponsor / Stakeholders / Customers. He will also work with the State Access and Hearings Engineer, Assistant State Design Engineer, Federal Highways Administration and the Yakima Valley Council of Governments, to resolve any issues or roadblocks, provide guidance and advice, maintain the direction and productivity of the team, and oversee the project scope, schedule and budget.

**Assistant Project Manager:** Jeff Minnick, P.E., Assistant Project Development Office Engineer, will contact specialty groups providing technical data, provide guidance and advice, review draft material, and perform the functions of the Project Manager in his absence.

**Squad B Leader:** Julie Heilman-Suarez will provide technical advice and assistance to team members and specialty groups. Julie will act as liaison with the specialty groups, and provide them with the appropriate project information. She will also maintain productivity of the team, report team concerns to the Project Manager, and update the team on decisions / recommendations of management.

**Team Leader:** Patrick Cooper, the project designer, will coordinate project team operations, incorporate products from specialty groups into the Safety and Capacity Study and supporting documents, coordinate scheduling and maintain the PDIS files. Patrick will provide design oversight, ensuring the study meets Federal Highway Administration and State Design Manual requirements.

**Team Members:** All members of the team are responsible for ensuring that the study meets the requirements of the Federal Highways Administration and the State Design Manual. Team members' will:

- Assist with the preparation of Estimates, and Technical Writing.

- Assist with the preparation of the Base Map, Plans, and Displays.
- Help prepare sections of the study and bring concerns and observations to the Squad and/or Team leaders.
- Provide information, as directed by Julie Heilman-Suarez and/or Patrick Cooper, to the specialty groups.

#### **SCR Specialty Groups –**

*Specialty groups providing products and services critical to project delivery.*

**SCR Environmental:** Preparation of an Environmental Review Summary and preliminary environmental documentation.

*Specialty groups providing preliminary project support:*

**SCR Program Management:** Confirm programmed funds.

**SCR Real Estate Services:** Right of entry, Scoping level Right of Way cost estimate.

**SCR Maintenance:** Field review.

**SCR Traffic:** Traffic study assistance.

**SCR Utilities:** Existing utilities documentation.

#### **HQ Specialty Groups –**

*Specialty groups providing products and services critical to project delivery.*

**HQ Traffic Data Office:** Collect, Process and Analyze the project data within Scope, Schedule and Budget.

**HQ Photogrammetry:** Collect, Process and Analyze the project data within Scope, Schedule and Budget.

*Specialty groups providing preliminary project support:*

**HQ Bridge & Structures:** Scoping level estimate of new structure(s) costs.

**HQ Geotechnical Services:** Scoping level site assessment.

**HQ Hydraulics:** Practical approach(s) to drainage solutions.

#### **Local Agency Specialty Groups -**

*Specialty groups providing preliminary project support:*

**Yakima Valley Conference of Governments:** As needed

**City of Union Gap:** Traffic data, city planning data, etc.

**Yakima County flood Control Zone District:** As needed

**City of Yakima:** Traffic data, city planning data, etc.

**Yakima County:** Traffic data, city planning data, etc.



## Measures of Success:

*Measures of Success describe what the team must accomplish for this project to be successful. For example: A set of Plans, Specifications, & Estimates delivered to the Plans Review office on the desired date.*

- Maintain an overall open, effective and timely communication within the team, with sponsors, other agencies, stakeholders, and the public.
- Develop a clear understanding of the City of Yakima and City of Union Gap's growth management plan(s), and directly relate them to the Safety and Improvement Study.
- Conduct a professional, unbiased, and impartial traffic study (*Operational Analysis*) of the mainline, ramps, and off-system intersections between Exit 34 (SR 24/Nob Hill Blvd.) and Exit 37 (Junction SR 97) of I-82.
- Develop an APDR that meets Local agency, Regional, Headquarters and FHWA approval.
- Target date for finding of "Engineering and Operational Approval" FHWA July 2007.
- Target date for preferred alternative design cutoff
- Target date for receiving the "Finding of Engineering and Operational Acceptability" letter from the FHWA is July 2007.

## Critical Project Milestones:

*The project team tracks major milestones, which provide an overview and status to the WSDOT Management & Project Team, Legislature, and the public.*

	Date:
<input checked="" type="checkbox"/> Begin Preliminary Engineering ( <i>Major Milestone</i> )	July 25, 2005
<input checked="" type="checkbox"/> Begin Safety & Capacity Improvement Study	Oct. 28, 2005
<input checked="" type="checkbox"/> Begin Access Point Decision Report	May 5, 2006
<input checked="" type="checkbox"/> Receive "Finding of Engineering and Operational Acceptability"	July 31, 2007

*These milestones are included in the Master Deliverables List and must be tracked in the project schedule. See the Project Control and Reporting Guide (PCRG) for major milestone definitions and guidelines. The PCRG can be found at: [www.wsdot.wa.gov/ProjectReporting/appendix D](http://www.wsdot.wa.gov/ProjectReporting/appendix D)*

## Boundaries:

*Boundaries define the limit of the team's decision-making authority and are useful for identifying potential risks or change. Boundaries may include:*

- **Project limits** - I-82, MP 34.00 to MP 37.00
- **Funding limits** - Restrict charges to those consistent with an APDR.
- **Legal and Regulatory** - Proposal is consistent with FHWA specifications and regulations.
  - ERS & preliminary environmental documentation
- **Mandatory delivery date:** None scheduled at this time.

## **Operating Guidelines:**

*Operating guidelines describe how the team will govern itself.*

### ***Team decision-making process:***

- Contribute, and listen to the contributions of others with respect.
- Accept Squad Leaders decision on Controversial issues.

### ***Team meetings:***

- Team will meet monthly to review project status, progress and manage change.

### ***Communication:***

- Communicate changes in a timely manner.
- Early & Continued communication between Team members (internal and external).

### ***Manage team change:***

- Resolve schedule and design conflicts.



# **COMMUNICATION PLAN**

## **I-82**

### **Valley Mall Blvd. Interchange**

### **Safety and Capacity Improvement**

### **Study**

**Project Team  
&  
Specialty Groups**



**August 2005**  
Washington State Department of Transportation

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# COMMUNICATION PLAN

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The Communication Plan for the project consists of two categories, External and Internal Communication. External and Internal participants in the project acknowledge that the project vision and mission will not/cannot be realized without the timely and accurate exchange of information and understanding.

In order to assure successful delivery of this project, it will be necessary for the Project Team to accurately inform each other of updates, timelines, and of their needs. Conversely, “Specialty Groups” the suppliers of deliverables, will need to keep the Project Team informed of their needs and provide timely updates to the status of their respective deliverables. We also recognize that effective communication demands effective listening and viewing project decisions from our customer’s perspective.

The list below identifies the entity, the deliverables, the primary contact, how and when information moves and meetings are scheduled.

## **External Communication**

The timely and meaningful exchange of information to external customers, suppliers, specialty groups and stakeholders is critical to project approval.

The following is a list of project related meetings that will be required to complete the Interchange Feasibility Study:

- FHWA District Engineer / Project Team
  - *Purpose:* To provide FHWA with project specific data, and to receive APDR recommendations and guidance.
  - *Who:* Bryan Dillon / George Hilsinger, Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
  - *When:* When Needed
- Yakima Valley C.O.G. / Project Team / Yakima County
  - *Purpose:* To update Yakima Valley C.O.G. and Management Team of current project status as relating to information needs, level of completion and needed guidance.
  - *Who:* Germaine Beveridge, Nazmul Alam / Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper, Joel Fruedenthal
  - *When:* When needed
- HQ Hearings and Access Engineer / Project Team
  - *Purpose:* To provide the Access Engineer with project specific data and to receive APDR recommendations and guidance.

- *Who:* Darlene Sharar / George Hilsinger, Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
- *When:* When Needed
- City of Yakima / Project Team
  - *Purpose:* To update the City of Yakima and Management Team of current project status as relating to information needs, level of completion and needed guidance.
  - *Who:* K.W. Adams, Joan Davenport, Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
  - *When:* When Needed
- City of Union Gap / Project Team
  - *Purpose:* To update the City of Union Gap and Management Team of current project status as relating to information needs, level of completion and needed guidance.
  - *Who:* Dennis Henne, Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
  - *When:* When Needed
- Yakima County Flood Control Zone District / Project Team
  - *Purpose:* To update Yakima County Flood Control District and Management Team of current project status as relating to information needs, level of completion and needed guidance.
  - *Who:* Joe Frudenthal / Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
  - *When:* When Needed
- HQ TDO Travel Analysis Branch Manager / SCR Specialty Groups / Project Team
  - *Purpose:* To inform TDO of specific project needs.
  - *Who:* Dave Bushnell, John Bump / Rick Gifford, Jim Mahugh, Corey Hert, Gary Beeman, Jason Smith, Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
  - *When:* First meeting took place July 13, 2005. (No other meetings scheduled.)
- HQ Photogrammetry / Project Team
  - *Purpose:* To inform Photogrammetry of specific project needs.
  - *Who:* John Tull / Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
  - *When:* First meeting took place on July 12, 2005. (No other meetings scheduled.)
- HQ Geotechnical Services Division/ Project Team
  - *Purpose:* To perform a scoping level field review of the Feasibility Study's proposed interchange footprint options.

- *Who:* Tim Allen, Jim Cuthbertson/ Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
- *When:* When Needed

### **Internal Communication**

Effective internal communication is open, honest and continuous.

- SCR Environmental Office / Project Team
  - *Purpose:* Preparation of ERS and preliminary Environmental Documentation.
  - *Who:* Gary Beeman, Jason Smith, Larry Mattson / Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
  - *When:* When Needed
- SCR Program Management / Project Team
  - *Purpose:* Confirm program funds are consistent with project scope and schedule. Manage and track project funding and expenditures.
  - *Who:* Todd Trepanier / Brian White
  - *When:* When Needed
- SCR Real Estate Services / Project Team
  - *Purpose:* To obtain right of entries and perform a scoping level estimate of property values if needed.
  - *Who:* Larry Hook, Bill Hicks/ Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
  - *When:* When Needed
- SCR Traffic Office / Project Team
  - *Purpose:* To update the Traffic Office on project status. Receive recommendations and guidance on future efforts.
  - *Who:* Rick Gifford, Jim Mahugh, Corey Hert / Troy Suing, Jeff Minnick, Julie Heilman-Suarez and/or Patrick Cooper
  - *When:* When Needed
- SCR Pre-Contract Activity Meeting (Region): “Confidence Report”
  - *Purpose:* Update Region Management on project status and change.
  - *Who:* Project management and Regional staff.
  - *When:* Monthly

PROJECT RISK MANAGEMENT PLAN

Project Title: I-82 Valley Mall Blvd Interchange Project

Project number: XL2300

Date: September 19, 2005

Project Mngr: Troy Suing

Telephone Number (509) 577-1703

Priority	PROJECT RISK MANAGEMENT PLAN																
	Risk Identification							Qualitative Analysis				Response Strategy			Monitoring and Tracking		
	Status	ID #	Date Identified Project Phase	Functional Assignment	Threat/Opportunity Event	SMART Column	Risk Trigger	Type	Probability	Impact	Risk Matrix	Strategy	Response Actions including advantages and disadvantages	Affected Project Activity	Responsibility (Task Manager)	Status Interval or Milestone Check	Date, Status and Review Comments
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
			Design/PS&E	Environmental	Threat: Completing an EIS	If an EIS is required for this project then the cost and schedule will be impacted	Environmental Impacts and mitigation opportunities	Cost  Schedule	Moderate	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Acceptance	FHWA has to be convinced. Adjust schedule and budget as needed.		Troy Suing, Gary Beeman		
			Design/PS&E	Environmental	Opportunity: Completing an EA	If Environmental Impacts are minimal and mitigation opportunities are present then it is possible that an EA could be required for this project, which would save on cost and schedule impacts	Environmental Impacts and mitigation opportunities	Cost  Schedule	Moderate	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	Seek to reduce probability. Meeting with FHWA/resource agencies to convince of non-significance (FONSI)		Troy Suing, Gary Beeman		
			Design/PS&E	Utilities	Threat: Future Development and utilities-not enough facilities to serve demand. Need to keep facilities outside of WSDOT R/W.	There is a current proposal to utilize an existing culvert for a utility sleeve to cross under I-82 for future development on the Edler parcel	Current parcel owner (David Edler) develops. If Greenway wants services that will interfere with construction-trunk is on west side.	Cost  Schedule	High	High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	Have to find solution thru design alternatives.		Troy Suing, Jamil Anabtawi		
			Design/PS&E	Real-Estate Services	Threat: Early purchase of David Edler's parcel	If we are successful with an early purchase of David Edler's parcel then the threat of future development in that area would not be an issue	Right of way funding and negotiations	Cost  Schedule	Moderate	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	Right of way negotiations.		Troy Suing, Larry Hook		
			Design/PS&E	Design	Threat: Spring Creek and Yakima River	Irrigation companies and other parties interested in impacts and/or enhancements to Spring Creek and the Yakima River	Local Agencies, Yakama Nation, Irrigation companies	Cost  Schedule	Very High	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	Early involvement to Reduce risk and environmental study.		Troy Suing, Gary Beeman		
			Design/PS&E	Environmental	Opportunity: Spring Creek and Yakima River	There is a potential for mitigation opportunities within Spring Creek and the Yakima River that may lead into the need for an EA instead of an EIS	Environmental Impacts and mitigation opportunities	Cost  Schedule	Moderate	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	Same as above		Troy Suing, Gary Beeman		
			Design/PS&E	Environmental	Threat: Impacts to the Greenway	The Greenway may be considered a 4F property/wanting utilities. Greenway manages property for gov't agency- could be 4F or 6F.	Environmental Impacts		Very High	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	Same as above. If 6F have to replace in kind or dollar for dollar. Dealing w/state community economical development agencies which can be more difficult.		Troy Suing, Gary Beeman, Jamil Anabtawi		

PROJECT RISK MANAGEMENT PLAN

Project Title: I-82 Valley Mall Blvd Interchange Project

Project number: XL2300

Date: September 19, 2005

Project Mngr: Troy Suing

Telephone Number (509) 577-1703

Priority	PROJECT RISK MANAGEMENT PLAN																
	Risk Identification							Qualitative Analysis				Response Strategy			Monitoring and Tracking		
	Status	ID #	Date Identified Project Phase	Functional Assignment	Threat/Opportunity Event	SMART Column	Risk Trigger	Type	Probability	Impact	Risk Matrix	Strategy	Response Actions including advantages and disadvantages	Affected Project Activity	Responsibility (Task Manager)	Status Interval or Milestone Check	Date, Status and Review Comments
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
			Design/PS&E	Design	Threat: Design issues	Depending on the preferred alternative chosen, design issues such as geotechnical, hydraulic, hydrologic, ect may be greater in cost and design time	Preferred Alternative	Cost  Schedule	Very High	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	Mitigate thru design.		Troy Suing		
			Design/PS&E	Design	Threat: Potential weaving problem with I-82 / SR24 interchange ramps	The fly over interchange alternative may have a weaving problem with the I-82/SR 24 interchange ramps	If flyover is chosen as Preferred Alternative	Cost	Moderate	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	Try to make better with signing and design, ie-2 lanes, etc.		Troy Suing, Rick Gifford		
			Construction	PS&E / Construction	Threat: Unit Price increase	Unit Price increase due to fuel prices and production prices increase	Economy	Cost	Very High	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	Monitor market conditions.		Region		
			Design/PS&E	Design	Threat: Accelerated Ad Date	Ad date may be accelerated if funding sources are required in a certain biennium	Program Management	Cost  Schedule	Moderate	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	Use consultants, additional in house resources, anticipate early ad date.		Region		
			Design/PS&E	Real-Estate services	Threat: Right of Way purchases	Early right of way purchases may have to wait until construction if any parcels go into condemnation	Property owners (businesses)	Cost  Schedule	Very High	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Acceptance	Early acquisition is not an option.		Troy Suing, Larry Hook		
			Construction	Design / Construction	Threat: Existing Utilities	Depending on the alternative chosen, there could be greater utility impacts that affect cost and possibly even construction schedule	Utility Companies & Preferred alternative	Cost  Cost	Very High	Moderate	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Acceptance	Early involmnet with utilities		Troy Suing, Jamil Anabtawi		
			Construction	Design / Construction	Threat: Shallow water table	This area has a shallow water table and could have a large impact to new utilities, existing utilities that have to be moved, and other design issues	Geotechnical boring log reports	Cost  Schedule	Very High	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div>	Mitigation	monitoring water table for year, try to avoid utility work. Wetland mitigation benefit for design.		Troy Suing		

PROJECT RISK MANAGEMENT PLAN

Project Title: I-82 Valley Mall Blvd Interchange Project

Project number: XL2300

Date: September 19, 2005

Project Mngr: Troy Suing

Telephone Number (509) 577-1703

Priority	PROJECT RISK MANAGEMENT PLAN																
	Risk Identification							Qualitative Analysis				Response Strategy			Monitoring and Tracking		
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	(1)	(2)	(3)	(4)	(5)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
			Design/PS&E	All project phases	Threat: Business / Community support	This project is under the support of the Transaction group, therefore any new alternatives will have to be presented to that group for concurrence	Preferred alternative	Schedule	Low	High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div> <div>X</div>	Mitigation	Adjust design/work with groups		Region		
			Design/PS&E	Design / Environmental	Threat: Yakama Nation Fisheries Plan	Making sure that the preferred alternative has addressed any issues that may affect the Yakama Nation Fisheries Plan	Yakama Nation Fisheries	Cost Schedule	Very High	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div> <div>X</div>	Mitigation	Work with Yakama Nation early in the design process.		Troy Suing, Scott Golbeck		
			Construction	Construction	Threat: Construction Funding	Construction funding may be affected due to political issues within and outside of the State of Washington	Legislature	Cost Schedule	Very High	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div> <div>X</div>	Acceptance			Region		
			Construction	Construction	Threat: Gas tax getting revoked	If the gas tax gets revoked the project may not have construction funding	Gas tax	Cost	Very High	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div> <div>X</div>	Acceptance			Region		
			Construction	Construction	Threat: Traffic Control during construction	Depending on the preferred alternative, detour routes may affect business activities and traffic control may be very complicated. If the I-82/ SR24 interchange is apart of the detour route there may be scheduling issues with the completion of the I-82/SR24 project	Preferred alternative	Cost	Very High	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div> <div>X</div>	Mitigation	Choose best alternative, signing, detour routes, public notification		Troy Suing, Rick Gifford, Construction office		
			Design/PS&E	Design	Opportunity: May not need an APDR	Depending on the preferred alternative, an Access Point Decision Report may not be needed	HQ Access office & FHWA	Cost Schedule	Moderate	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div> <div>X</div>	Mitigation	Communicate w/access and FHWA early on.		Troy Suing		
			Design/PS&E	Environmental	Threat: Potential impacts to the Pioneer Cemetery	Depending on the preferred alternative, there might be design changes required in order to not impact the Pioneer Cemetery	Preferred alternative	Cost	Very Low	Very High	<div><div>Probability</div><div><div>VH</div><div>H</div><div>M</div><div>L</div><div>VL</div></div><div><div>VL</div><div>L</div><div>M</div><div>H</div><div>VH</div></div><div>Impact</div></div> <div>X</div>	Avoidance	Design the alternative to avoid the Pioneer Cemetery		Troy Suing		



## PROJECT RISK MANAGEMENT PLAN

**Project Title: I-82 Valley Mall Blvd Interchange Project**

**Project number: XL2300**

**Date: September 19, 2005**

**Project Mngr: Troy Suing**

**Telephone Number** (509) 577-1703

Priority	PROJECT RISK MANAGEMENT PLAN																	
	Risk Identification							Qualitative Analysis				Response Strategy			Monitoring and Tracking			
	Status	ID #	Date Identified Project Phase	Functional Assignment	Threat/Opportunity Event	SMART Column	Risk Trigger	Type	Probability	Impact	Risk Matrix	Strategy	Response Actions including advantages and disadvantages	Affected Project Activity	Responsibility (Task Manager)	Status Interval or Milestone Check	Date, Status and Review Comments	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	
			Design/PS&E	Design	Threat: Pedestrians & Bikes	Incorporating pedestrian and bike traffic into the interchange design may be complicated depending on the interchange alternative.	Preferred alternative	Cost	Very High	Moderate	<div><div>Probability</div><div>VH H M L VL</div><div>VL L M H VH</div><div>Impact</div><div>X</div></div>	Mitigation	Thru 4F and 6F mitigation.		Troy Suing , Gary Beeman			
			Design/PS&E	Design	Threat: Steel towers and transmission lines near the Gearjammer.	Height needs adjustment, moving lines (for flyover option)	Preferred Alternative	Cost	Very High	Very High	<div><div>Probability</div><div>VH H M L VL</div><div>VL L M H VH</div><div>Impact</div><div>X</div></div>	Mitigation	Adjustments made during design phase/avoidance of flyover option.		Troy Suing, Jamil Anabtawi			
			Design/PS&E	Design	Threat: Utility Agreements	Not able to secure agreements in a timely manner	Utility Impacts	Schedule  Cost	Moderate	Very High	<div><div>Probability</div><div>VH H M L VL</div><div>VL L M H VH</div><div>Impact</div><div>X</div></div>	Mitigation	Early involvement and coordination.		Troy Suing, Jamil Anabtawi			
			Design/PS&E	Design/ Environmental	Threat: Lead time for environmental and permitting	Allowing enough time in the schedule to complete all environmental documentation and permits	Environmental needs	Schedule	Moderate	Very High	<div><div>Probability</div><div>VH H M L VL</div><div>VL L M H VH</div><div>Impact</div><div>X</div></div>	Mitigation	Early involvement and coordination.		Troy Suing , Gary Beeman			
			Construction	Environmental	Opportunity: Shallow water table	The shallow water table is an opportunity for mitigation site success	Geotechnical boring log reports	Cost  Schedule	Very High	Very High	<div><div>Probability</div><div>VH H M L VL</div><div>VL L M H VH</div><div>Impact</div><div>X</div></div>	Mitigation	Design mitigation sites to take advantage of the shallow watertable		Troy Suing, Gary Beeman			
			Construction	Environmental	Threat: Cultural or historic resources discovered	Cultural or historic resources discovered during construction activities	Discoveries during construction	Cost  Schedule	High	Moderate	<div><div>Probability</div><div>VH H M L VL</div><div>VL L M H VH</div><div>Impact</div><div>X</div></div>							
			Construction	Environmental	Threat: Hazardous materials discovered	Hazardous materials discovered during construction activities	Discoveries during construction	Schedule  Cost	Moderate	Moderate	<div><div>Probability</div><div>VH H M L VL</div><div>VL L M H VH</div><div>Impact</div><div>X</div></div>							

# **CHANGE MANAGEMENT PLAN**

**I-82**

**Valley Mall Blvd. Interchange**

**Safety and Capacity Improvement  
Study**

**Project Team / SCR Specialty Groups  
and  
HQ Specialty Groups**



**September 2005**

**Washington State Department of Transportation**

*I-82 Valley Mall Blvd. Interchange  
MP 36.00 TO MP 36.60*

During the Access Point Decision Report for the Valley Mall Blvd. Interchange Modification Study, there will be change to the study's scope, schedule, and/or budget. The source of change may be internal or external. The project team will initiate internal change. Stakeholders, customers, specialty groups and consultants will initiate external change.

Whether the effects of changes are positive or negative, acknowledging and managing change during the project is a critical factor of success. Managing change will require planning, discipline, and communication among the project team, their customers, and stakeholders. As the Change Management Plan is executed, the following should occur:

- Improved communication with, and between, customers, suppliers and stakeholders.
- A reduced potential for conflicts that can delay or increase the cost of project delivery.
- Improve utilization of financial and other resources.
- Enhance project teamwork and team performance.

The following defines the plan this Team will use to Manage Change.

## **Documentation of Change**

All project change will be documented in a Change Log (see K:/Change Log.xls). The Change Log is a notebook containing change log sheets, backup documents, and any Project Control Forms needed for the project. The change log entries provide a continuous record of project changes for use during the project, and later filed with the project documentation.

All Change Log entries will have the following fields:

**Change #:** All changes will be given a sequential number with the first being #1.

**Change Description:** Describe the change, including why it happened.

**Type of Change:** Is the change a scope change, a schedule change and/or a Budget change.

**Action Items:** What are the action items that need to take place?

**Who?:** Who is responsible for completing the action item(s)?

**When?:** When is the action item planned to be completed?

**PCF #:** If needed, (Project Control Forms) are numbered and that number is documented here.

*Support groups will decide if each change is significant enough to be reported to the Project manager. The Project Manager will start a Change Log entry for every change reported to him. If the Project Manager believes that the change requires Region approval, the change will be brought before region management. If region management believes that the change requires Headquarters' approval, a Change Management Form will be filled out, approved by Program Management, and brought before Headquarters' management.*

*The link to the Change Management Form is:*

[http://wwwi.wsdot.wa.gov/ProjectReporting/PCR\\_Links.htm#PCF](http://wwwi.wsdot.wa.gov/ProjectReporting/PCR_Links.htm#PCF)

### **Team Endorsement Statement**

“We approve this Project Management Plan, and are committed to actively supporting it. We accept responsibility for fulfilling every aspect of the plan that applies to us, including providing resources, actively participating, and effectively communicating. We know what to do, and are prepared to act. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities as designated.”

### **Project Team Members**

_____	George Hilsinger, (Project Sponsor) A.R.A. for Development
_____	Troy Suing, (Project Manager) Development Branch Project Engineer
_____	Jeff Minnick, (Assistant Project Manager) Asst. Development Branch Project Engineer
_____	Julie Heilman-Suarez, (Squad B Leader)
_____	Patrick Cooper, (Design Team Leader)

### **SCR Specialty Group Managers**

_____	Gary Beeman, Environmental Program Manager
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